

## Career Opportunity



### United States District Court Western District of New York

---

Position Title: Clerk of Court  
Location: Buffalo, New York  
Closing Date: October 10, 2008  
Salary Range: \$129,068 to \$158,500  
*Based on qualifications and experience*

The United States District Court for the Western District of New York is accepting applications for a full-time Clerk of Court. The Clerk of Court is appointed by the judges of the Western District of New York. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The Clerk of Court is responsible for managing the various administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

#### **Responsibilities Include:**

- Consulting with and making recommendations to the judges regarding court policies, procedures and operations;
- Hiring and assigning personnel;
- Preparing and managing the annual budget including short-term and long-range planning;
- Conducting special studies and preparing statistical and narrative reports as directed;
- Working with various governmental agencies on a variety of matters necessary to court activities;
- Directing, through subordinate staff, the court's financial service function including purchasing, juror payments, and accounting functions;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court; and
- Managing the jury operations of the court and making recommendations as required to improve juror utilization.

#### **Standards and Qualifications**

To be qualified for appointment, candidates must meet the following standards:

## Experience

**General:** A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

**Management Responsibility:** At least three of the 10 years experience must have been in a position of substantial management responsibility.

**Practice of Law:** An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

## Educational Equivalents

**Undergraduate:** Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

**Postgraduate:** A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

**Legal:** A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

## Desirable Qualifications

- Management experience in the federal government, a federal or state court system or court administrative office is strongly preferred
- Excellent leadership, organizational and analytical skills
- A demonstrated ability to lead with vision
- Strong interpersonal, written and oral communication skills
- Ability to apply sound judgment especially in crisis situations, problem solve and act with integrity
- Ability to foster effective working relationships with judges, court staff, other federal entities, and the public
- A performance history that clearly reflects skills and demonstrated experience in managing an annual budget

## **Conditions of Employment**

- Applicants must meet citizenship requirements for employment by the United States Courts.
- Court employees must adhere to the Code of Conduct and all Judicial Conference regulations (documents are available for review upon request).
- The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- The court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.
- As a condition of employment, the selected candidate must successfully complete a mandatory background investigation (prior 10 years) and an FBI fingerprint check. (Incumbent will be subject to background checks every five years thereafter.)
- The United States District Court is part of the federal judiciary. The Clerk of Court is an excepted service appointment. The Clerk of Court is an at-will employee who serves at the pleasure of the Court and can be terminated by the Court with or without cause.

## **Benefits**

Participation in a retirement system, optional participation in the Thrift Savings Plan, optional life, health, dental, disability, and long-term care insurance elections, paid holidays, vacation and sick leave, eligibility for periodic salary reviews, and optional flexible/commuter benefit enrollment.

## **Application Procedures**

Qualified persons are invited to submit a letter of interest, a detailed resume, a completed AO 78 Application of Judicial Employment (available at <http://www.uscourts.gov/forms/AO078.pdf>), and contact information for three professional references.

Application packages must be submitted to: Chambers of the Hon. Richard J. Arcara, 609 United States Courthouse, 68 Court Street, Buffalo, New York 14202.

**EQUAL OPPORTUNITY EMPLOYER**